

PROJECT APPLICATION

1. APPLICATION: The application consists of a three item "package."
 - a. A two-page application narrative
 - b. A one-page "Budget Narrative"
 - c. A one-page Budget Summary
2. BUDGET NARRATIVE: As shown in Attachment F, BUDGET GUIDANCE, the one-page Budget Narrative details the calculations and cost assumptions for estimated project costs. This detail is needed so that reviewers can clearly (a) relate proposed costs to the planned work; (b) verify costs according to the OMB Circulars; and (c) assess cost reasonableness based on the calculations. For example:
 - a. Personnel cost estimates should show the amount of time to be spent by personnel involved with the project and the total associated costs (see Attachment F).
 - b. Consultant costs, if any, should give calculations supporting costs plus an explanation of the basis of proposed costs.
 - c. Indirect costs: Indirect cost percentage amounts may be limited in order to maximize CCSP funds for costs necessary to carry out the project. If CCSP funds are claimed for indirect costs, a copy of the partner's current Federal agency-approved indirect cost rate agreement must be enclosed with the application.

<p>1. Project Name: _____</p> <p>NPS Areas of Project: _____</p> <p>Will CCSP money/resources be transferred by NPS To Partner through cooperative agreement? _____ YES _____ NO</p> <p>If yes, attach information showing NPS' substantial involvement. Refer to Question 7(c).</p>	<p>4. Partner Authorized Official: _____</p> <p>Title/Position: _____</p> <p>Address: _____</p> <p>Phone No.: _____</p> <p>Fax No.: _____</p> <p>Application official responsible for fiscal matters: _____</p>
<p>2. CCSP Share: \$ _____</p> <p>Applicant Share: \$ _____</p> <p>Total CCSP Project: \$ _____</p> <p>Other Contributions: \$ _____</p> <p>_____</p> <p>3. Estimated Start Date: _____</p> <p>Estimated End Date: _____</p>	<p>5. NPS Office: _____</p> <p>Address: _____ _____ _____</p> <p>NPS Project Contact: _____</p> <p>Telephone: _____</p>
<p>6. Project Summary: in 400 words or less, concisely describe the most important elements in this space or on an attached page. Specify planned objectives, major actions, and measurable results. If the project is on Park land, state the title and date of the planning document in which the need for the project is identified; otherwise, state the planning document or other evidence of critical resource threat or unmet need addressed by the project.</p>	

CCSP APPLICATION

(Continued)

<p>7. Project Description: (a) Outline <u>concisely</u> the objectives and tasks need to complete the project. (b) For each major activity and major task, provide a timeline with proposed beginning and end dates. Please limit description to this space or not more than 100 additional words. (c) Identify <u>NPS</u> activity, such as staff expertise, equipment, supplies, etc.</p>
<p>8. State how appropriate expertise will be available to assure project completion in accordance with generally accepted standards:</p>
<p>9. Planned Results: Briefly list the tangible, measurable results or products (s) will be in place at the end of the project with this funding. Identify results or products in as measurable terms as possible. <u>Examples:</u> improvements made, research reports, peer-reviewed document.</p>
<p>10. Applicant Assurance: Stipulate your agreement to clearly identify the National Park Service and the Challenge Cost Share Program in signs, film, or published materials developed under the funding:</p>

FY _____
Challenge Cost Share Program

BUDGET SUMMARY

Total the Budget Narrative financial and contribution data. Column 1 lists CCSP Federal funds. Column 2 lists non-federal contributions. Column 3 totals are the sum of lines 1 and 2. Column 4 [Federal Partners (N)] totals other Federal contributions to the project which cannot be applied as matching share. Note: Category 1.a. and 1.b is used only when NPS itself hires new personnel that work specifically for this CCSP project.

Budget Categories	1 CCSP Share (F)	2 Partners Share (C)	3 TOTAL CCSP (F) + (C)	4 Other Federal (if any)
a. Personnel	\$ _____	\$ _____	\$ _____	\$ _____
b. Fringe Benefits	\$ _____	\$ _____	\$ _____	\$ _____
c. Travel	\$ _____	\$ _____	\$ _____	\$ _____
d. Equipment	\$ _____	\$ _____	\$ _____	\$ _____
e. Supplies	\$ _____	\$ _____	\$ _____	\$ _____
f. Contractual	\$ _____	\$ _____	\$ _____	\$ _____
g. Construction	\$ _____	\$ _____	\$ _____	\$ _____
h. Other (explain)	\$ _____	\$ _____	\$ _____	\$ _____
i. Total Direct Costs (sum of a-h)	\$ _____	\$ _____	\$ _____	\$ _____
j. Indirect Charges	\$ _____	\$ _____	\$ _____	\$ _____
k. TOTALS (sum of i and j)	\$ _____	\$ _____	\$ _____	\$ _____

Note: Please check your math to ensure accuracy of totals.

a. Personnel	\$ <u>9,375</u>	\$ <u>3,420</u>	\$ <u>12,795</u>	\$ <u>7,500</u>
b. Fringe Benefits	\$ <u>6,240</u>	\$ _____	\$ <u>6,240</u>	\$ _____
c. Travel	\$ <u>1,360</u>	\$ _____	\$ <u>1,360</u>	\$ _____
d. Equipment	\$ _____	\$ <u>1,400</u>	\$ <u>1,400</u>	\$ <u>780</u>
e. Supplies	\$ _____	\$ <u>620</u>	\$ <u>620</u>	\$ _____
f. Contractual	\$ _____	\$ <u>5,100</u>	\$ <u>5,100</u>	\$ <u>10,800</u>
g. Construction	\$ _____	\$ _____	\$ _____	\$ _____
h. Other (explain)	\$ _____	\$ <u>7,799</u>	\$ <u>7,799</u>	\$ _____

i. Total Direct Charges (sum of a-h)	\$ <u>15,615</u>	\$ <u>18,339</u>	\$ <u>33,954</u>	\$ <u>19,080</u>
j. Indirect Charges	\$ _____	\$ _____	\$ _____	\$ _____
k. TOTALS (sum of i and j)	\$ <u>15,615</u>	\$ <u>18,339</u>	\$ <u>33,954</u>	\$ <u>19,080</u>